



**City of Norfolk**  
**Food Vendor Program for Designated Business Districts**  
**2013 Lottery Process Guidelines**



**Food Vendor Program Lottery**

- A. Interested vendors should complete the online lottery registration form found at [www.norfolk.gov](http://www.norfolk.gov) or contact the Department of General Services, Division of Parking to obtain entrance into the Norfolk Downtown Food Vendor Program Lottery. Lottery registration will be accepted from the period of June 5, 2013 to June 14, 2013 at 5 pm. Applications received after the deadline will not be eligible to participate during the 2013 calendar year.
- B. The Lottery shall be held on **June 17, 2013** at the City of Norfolk Human Resources Training Room located at 520 Main Street. The lottery is open to the public. Future lotteries will be held once a year at the beginning of December and will be announced by the Director of General Services. The annual program start date will coincide with the calendar year.
- C. At the designated time, each participant's number will be placed into a lottery container. Lotteries will be held based on type of operation and business (i.e., existing mobile food trucks/trailers (with an existing Norfolk food vending business license outside of special events), new mobile food trucks/trailers, dessert vendors and pushcarts by location).
- D. The City will draw six (6) numbers from the lottery container for trucks/trailers (3 for existing vendors, 1 for new vendors and 2 for dessert vendors) and five (5) numbers from the lottery container for pushcarts. The first number picked from the lottery container will be the select vendor for Site 1; the second number picked will be the select vendor for Site 2, etc. until all fourteen (14) locations are picked.
  - a. These selected vendors will be assigned a starting location for the ***lunch meal time only*** and a weekly rotation schedule will be developed and distributed by the City for food trucks/trailers. For other meal times, ***participants in the program*** may utilize other identified spaces on a first come, first serve basis. Push carts will not rotate but a schedule will be posted noting the vendor and location.
- E. The City will then draw alternates for all lottery categories that will be used in the event that the selected vendors are not able to meet the requirements of the Downtown Food Vendor Program or choose not to participate.
- F. Selected vendors will be notified and must respond of their acceptance of the respective site. Vendors must obtain all required permits and licenses (health/fire, zoning permit and Norfolk business license) within 30 days of acceptance of the site. Vending must begin no later than forty-five (45) days from the effective date of vendor decal issuance. Kick off of this program

will begin June 24, 2013 and on January 1 of each year following. Vendors who are ready on June 24, 2013 may begin vending

- G. Alternates will be maintained on file in the event that any of the selected vendors are unable to participate in the Program for any reason.
- H. In no event shall the selected vendors be allowed to sell, assign, subcontract or sublease their Program rights to another vendor.
- I. The selected vendors will be responsible for all vending activities that occur on their designated site, including violations of these Policies and Procedures.
- J. Selected vendors will maintain an emergency contact number on file with the Department of General Services for dates and times in which they are not present at their authorized vending site.